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19 OCT 1961

DD/P, Records Management Officer

CIA Records Administration Officer

Report of Records Activities in the DDP area

1. You may be interested in seeing the attached charts which show the trend of records holdings and rate of destruction of records within the Agency. A breakdown for each major component for the past five fiscal years shows how your area compares with the others and the overall agency. The charts were prepared from figures submitted by the Area Records Officers.

2. I am happy to note that for the second successive year the total records holdings in the DDP area has decreased. Also the rate of destruction of material throughout your area increased 126% over last year's figure. Both of these factors are great strides in your efforts to promote and improve the DDP records management program.

3. I have great expectations that the move to the new building will bring about greater gains in our joint efforts to continue an active agency records management program.



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Enclosures: (2)

Chart: Records Destroyed by Headquarters
Offices Fiscal Years 1957-1961



RMS/RS&DB/

(18 Oct. 1961)

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